



## ***Open Recruitment***

### **SUPERVISING ENVIRONMENTAL PLANNER (Grant Administrator) Approx. \$81,395 - \$98,937.24 Annual Salary**

**Open: March 13, 2006      Close: April 7, 2006**

The Bay Area Air Quality Management District is currently recruiting for the position of Supervising Environmental Planner in the Outreach and Incentives Division. There is currently one (1) vacancy. This is a full-time represented position.

Under direction, the Supervising Environmental Planner supervises staff and participates in environmental planning activities related to air quality grant projects; performs related work as assigned.

#### **EXAMPLES OF DUTIES FOR THIS POSITION**

- **Supervises the work of professional, technical, and support staff involved in research, administrative and technical activities related to air quality grant programs**
- Provides direction, training and work review to professional environmental planners on routine, continuing or well-defined tasks; prioritizes and follows up on work to ensure timely completion
- Monitors and evaluates legislation and other governmental actions relating to air quality and grant programs
- Leads and participates in preparation, review and editing of grant programs documents; prepares District grants and incentives documents and relevant guidelines
- Analyzes issues, prepares reports and recommendations relative to grant planning and programming, and related issues; provides input into mobile and stationary sources' impact on air quality
- Prepares reports and recommendations regarding grant program issues and presents them to senior management, the Board and various committees and other groups
- Monitors adherence to the terms and conditions of grants including the use of grant funds and related expenditures
- Collects and summarizes data for reporting purposes and assesses program effectiveness
- Represents the District and responds to inquiries of a sensitive or controversial nature from a variety of governmental officials, consultants, community organizations and the public

#### **MINIMUM QUALIFICATIONS**

Equivalent to graduation from a college or university with a graduate degree in regional, urban or environmental planning or a closely related field and four years of professional environmental planning experience. Additional relevant experience may substitute for the graduate degree.

#### **OTHER REQUIREMENTS**

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District. Must be willing to attend meetings outside of regular working hours.

The following are highly desirable: Supervisory experience in a public agency; experience with air quality planning; experience with grants administration.

#### **HOW TO APPLY**

Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions no later than **5:00 p.m. on Friday, April 7, 2006**. For an application packet, visit our website at [www.baaqmd.gov](http://www.baaqmd.gov) or contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as

(Additional information on reverse-side – Also visit [www.baaqmd.gov](http://www.baaqmd.gov))

letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

### **SELECTION CRITERIA**

Selection will be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%, and the top five (5) applicants will be scheduled for a hiring interview. If a panel interview is held, it is tentatively scheduled for the week of April 17, 2006.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate as determined by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or fewer bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

### **SALARY AND BENEFITS**

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical option
- ✓ 100% District paid family dental
- ✓ 100% District paid vision
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula)
- ✓ Transit subsidy up to \$175 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year
- ✓ 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980. EOE